



# Nappy Changing Procedures

Education [Early Childhood Services] Regulations 2008 (and its Amendments):

Regulation 46

Licensing Criteria for Early Childhood Education and Care Centres 2008:

Criterion HS3

## Rationale

Pelorus Community Preschool must have suitable arrangements for changing of children who wear nappies when they attend preschool.

## Purpose

To hygienically change children in a safe and private way where all children are comfortable and feel at ease. And to ensure all used nappies are disposed of in a hygienic manner.

## Policy

We believe in respectful practices and will provide children in our care with a calm and respectful approach to nappy changing where the children are at ease. Children will be free to play in comfort with clean nappies that are checked on a regular basis.

## Procedure

- Nappies sufficient for the duration of the child's attendance at the preschool are to be supplied by whanau, whanau teachers will request more when they get low.
- Disposable or reusable nappies will be acceptable.
- All nappy checks will be recorded on the Toileting chart.
- Whanau teachers will be responsible for checking or changing their whanau children's nappies so the children are relaxed and comfortable as they are familiar with that adult.
- Whanau teachers will engage with the child and talk through the process as it is happening.
- Children will be encouraged to climb the steps to the nappy changing facility. Steps are to be pushed back in and locked into place after each use.
- All staff will wear disposable gloves when changing a bowel motion then use these gloves to wrap around the nappy as they take them off their hands so that the nappy is completely concealed in the glove when it is disposed of in the nappy bin.
- Children will be changed immediately after a bowel motion.
- Disposable wipes will be provided by Pelorus Community Preschool.
- Parents may request that Pelorus Community Preschool staff apply barrier creams that they have supplied. An Administering Medication form must be completed by the whanau before it can be applied.
- If a bowel motion is suspected a paper towel will be placed beneath the child's bottom prior to removing the nappy.

- After a disposable nappy has been removed it is to be placed in nappy bin provided.
- After a wet or soiled reusable nappy has been removed it is to be rinsed off then placed in a plastic bag and tied off securely ready to be sent home with the child at the end of preschool. During the preschool session these nappies will be stored hygienically in the 'accident' container in the laundry – the child's name and date must be written on the plastic bag with vivid.
- All staff are to ensure that the change mat is sprayed with pro-foam and thoroughly dried, in preparation for the next nappy check or change.
- If potties are used, staff must wear disposable gloves, empty contents into the toilet and if required wipe out potties with toilet paper and dispose of appropriately. The potty should then be sprayed with pro-foam and wiped dry.
- Teachers are to inform another staff member when a nappy is being checked or changed.
- Soiled or wet underwear will be rinsed then placed in a plastic bag and tied up - the child's name and date must be written on the plastic bag with vivid. It will then be put in the 'accident' container in the Laundry and sent home with a child at the end of their preschool session. A note informing whanau of the accident will be taped to the child's bag.
- The pro-foam solution required for sterilization of the changing mat will be made up as needed in a spray bottle.